



NORTH CAROLINA REAL ESTATE COMMISSION  
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**ORDER FORM**  
**New Licensee Register**  
**FEE \$15**

The **quickest** way to receive a roster is online at **[www.ncrec.state.nc.us](http://www.ncrec.state.nc.us)**. However, we will continue to fill orders received by mail. If you choose to request rosters by mail, rosters for a given month will be *mailed (or available for pickup at 3:00 p.m.) on the second business day of the next month*

Please send a copy of the **New Licensee Register** showing those persons who were issued a real estate license during the month of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

Enclosed is a check payable to the N.C. Real Estate Commission in the amount of **\$15**.

**NOTE:** Do NOT send a check for an amount other than \$15. Requests for more than one roster on the same form and requests with checks for amounts other than \$15 will be returned.

NAME \_\_\_\_\_ DATE OF ORDER \_\_\_\_\_

FIRM NAME (if applicable) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**REQUESTED REGISTER FORMAT:**

\_\_\_\_\_ Paper [\_\_\_\_\_ Send by mail \_\_\_\_\_ Will pick up]

\_\_\_\_\_ E-mail (comma delimited format)

\_\_\_\_\_ 3½-inch Diskette (comma delimited format) [\_\_\_\_\_ Send by mail \_\_\_\_\_ Will pick up]

**NOTE:** Each roster will contain the names, addresses and certain other information for all persons who were issued a license during the period covered by the roster. This includes persons licensed after passing the license examination, North Carolina salespersons licensed as brokers without additional examination based on completion of the 60 -hour broker course (or equivalent education), licensees of other states issued a non -resident license by reciprocity, and former licensees whose licenses were reinstated after having been expired for more than one year. *Rosters for a given month will be sent (or available for pickup at 3:00 p.m.) on the second business day of the next month.*

